

**FINANCE AND ORGANIZATIONAL COMMITTEE
AGENDA
November 21st 2019
3:30 P.M.**

- I. Agenda Changes
- II. Adoption of Minutes
 1. October 10th, 2019
- III. Historical Society Funding Request
- IV. Vranian Refund
- V. Tennis Court Loan
- VI. FY2019-2020 Budget Amendment
- VII. Proposed Merit Pay System
- VIII. General Information
- IX. Town Council Agenda
- X. Next Meeting Date: December 12th 2019
- XI. Adjournment

**Finance and Organizational
Committee Meeting
Minutes
November 21st 2019**

Mrs. Ball called the meeting to order at 4:30 p.m. Committee members present included Mrs. Ball, Chairperson and Robert Lawrence.

Also Present: Jim Hudson, Mayor; Tina Gulley, Town Council Member; John Edwards, Town Manager; Karen Barrow, Town Clerk; TC Moore, Town Treasurer; Donna Pauley, Human Resource Officer; Walt Feurer, Director of Public Works and Susan Harlow, Accounts Payable Clerk.

I. Agenda Changes

Mr. Edwards asked for Property Acquisition to be placed on the agenda as item VIII and for the items after that to be in subsequent order.

II. Adoption of Minutes

October 10th, 2019

Mr. Lawrence made a motion to adopt the minutes as presented, seconded by Mrs. Gulley, upon a unanimous vote, the motion was approved.

III. Historical Society Funding Request

Mr. Edwards advised that the Town has received the attached request for funding from the Historical Society for \$25,000 per year for the next five years. Mr. Edwards stated that his recommendation is for the request to be placed in with the budget process for FY 2020-21.

Mr. Lawrence asked if there is a deadline on the matching funds.

Mr. Bland stated June of 2020.

Mr. Edwards advised that the 2020-21 budget would go into effect on July 1st 2020, but the Town would be able to do a funding verification letter when the budget is adopted, hopefully at the April Town Council meeting.

The consensus of the Committee is that the request be included in with the FY2020-21 budget process.

IV. Vranian Erroneous Real Estate Tax Refund

Mr. Edwards presented a copy of the court order that refunds the Estate of Virginia B. Vranian with \$55,879.18 due to the Erroneous Real Estate Taxes that the Commissioner of the Revenue double billed the Vranian's since 2000.

The consensus of the Committee is that the refund be placed on the Town Council agenda.

V. Tennis Court Loan and MOU with the Schools

Mr. Edwards presented an email from Laura Abel regarding the replacement of the Tennis Courts, for a total cost of \$230,345. The loan amount will be for \$230,000 and does not include some much needed drainage work.

Mr. Hudson advised that he would like an MOU with the schools on how the funds will be paid back.

Mr. Edwards advised that the majority of the cost will be a grant from the Olsson Foundation paid over three years. The schools are proposing the funds be paid back over four years with use of grants and CIP funds.

VI. FY2019-20 Budget Amendment

Mr. Edwards presented a Budget Amendment from the schools that includes some additional unexpected grant funds and unexpended funds from a previous budget year. The budget amendment should be ready for a public hearing at the December Town Council meeting.

VII. Proposed Merit Pay System

Mr. Edwards presented a proposed Merit Pay System and stated that there has not been a merit pay system since 2009. Mr. Edwards reviewed the salary adjustment history since 2000 and stated that the bulk of this new formula come from Warrenton. Mr. Edwards thanked Donna Pauley and Walt Feurer for all the research on this program.

Mr. Hudson asked if the Springstead Salary Study mentioned a Merit Pay System.

Donna Pauley stated yes it did.

Mr. Edwards stated that VRS has a COLA program, the Town's new program would adopt the VRS COLA each year then the Merit System would go into effect with an annual evaluation on an employee's anniversary. Mr. Edwards advised that if the program is what Town Council is looking for in a Merit program then the program will be included in with the Budget process.

VIII. Property Acquisition

Mr. Edwards presented a GIS picture of some lots located on 7th Street that the owner wants to sell. Mr. Edwards asked if Town Council was interest in purchasing the property.

Mrs. Gulley asked if the lots are under water.

Mr. Edwards advised that some of them are in the marsh and some are under water.

The consensus of the Committee is yes, and for the Town Manager to take the request to the Town Council Work Session for discussion.

IX. General Information

Mr. Edwards advised was nothing for discussion under General Information.

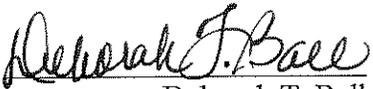
X. Town Council Agenda

Mr. Edwards advised that the Vranian Tax Refund and the Tennis Court Loan with the MOU will be placed on the Town Council agenda.

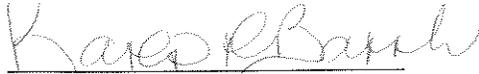
XI. Next Meeting Date: December 12th, 2019

XII. Adjournment

There being no further business Mrs. Ball adjourned the meeting at 4:15 p.m.


Deborah T. Ball
Chairperson

ATTEST:


Karen M. Barrow
Town Clerk